

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
P.O. BOX 2120
RICHMOND, VIRGINIA 23218-2120

TESTING MEMO NO. 505

March 4, 2005

TO: Division Directors of Testing

FROM: Shelley Loving-Ryder, Assistant Superintendent
Division of Assessment and Reporting

SUBJECT: LEP Students with Significant Cognitive Disabilities

Attached to this e-mail is an individual checklist for school divisions to use for certain limited English proficient (LEP) students with significant cognitive disabilities to meet the requirement of evaluating and reporting English language progress and proficiency for all K-12 LEP students as required under the No Child Left Behind Act of 2001. The individual checklist should be used only for those LEP students with significant cognitive disabilities for whom the IEP team and/or school-based LEP committee determine that the Stanford English Language Proficiency (SELP) Test cannot be administered for the 2004-2005 school year.

It is recommended that the individual student checklist be used to determine at which level of English language proficiency the student is performing and be completed by the student's teacher. The information regarding the level of English language proficiency for eligible LEP students in grades K-12 should be reported using the attached checklist. For eligible LEP students participating in the Virginia Alternate Assessment Program (VAAP) at grades 3, 5, 8 and 11, submit their individual checklist with the division's VAAP Collection of Evidence (COE) to Questar Educational Systems, by March 10-28, 2005. For eligible LEP students (at grades K, 1, 2, 4, 6, 7, 9, 10, and 12) who are not submitting a VAAP COE this year, submit their individual checklist by April 29, 2005 to:

Ms. Laura Kennedy, LEP Assessment Specialist
Virginia Department of Education
Division of Assessment and Reporting
P.O. Box 2120
Richmond, VA 23218-2120

If you have questions or need further clarification, please contact the Division of Assessment and Reporting at darfax@doe.virginia.gov or by phone at (804) 225-2102.

SLR/jc

Attachment: Checklist for Limited English Proficient (LEP) Students with Cognitive Disabilities, 2004-2005 School Year